

Skype as a Communications Tool

Part I

Using Skype gives Stake Indexing Directors the ability to instantly contact and interact with the indexers in their stake.

To install Skype for Windows

- Go to
 - <http://www.skype.com/intl/en-us/get-skype/on-your-computer/windows/>
- Click the “Download” button

Skype 5.1 for Windows - Download the latest version of Skype and get free computer calls - Windows Internet Explorer

http://www.skype.com/intl/en-us/get-skype/on-your-computer/windows/ skype free download

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Download Skype 5.1 for Windows

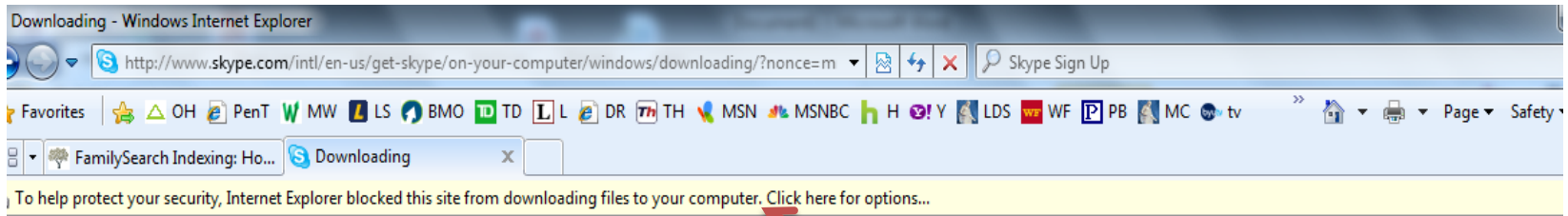
Get together as often as you like, wherever you are in the world.

Download now or get the **Business Version**

↓



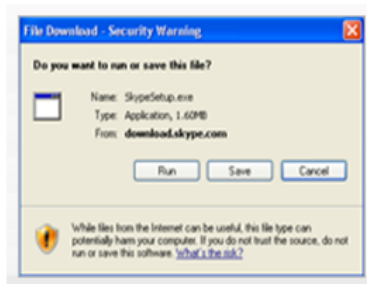
The image shows a screenshot of the Skype website in a Windows Internet Explorer browser. The browser's address bar shows the URL 'http://www.skype.com/intl/en-us/get-skype/on-your-computer/windows/'. The page has a blue background. At the top, there are navigation links: 'Buy Credit', 'Sign In', and 'Join Skype'. Below these are tabs for 'Features', 'Get Skype', 'Prices', 'Accessories', 'Business', and 'Support'. A search bar is also present. The main heading is 'Download Skype 5.1 for Windows'. Below it, a sub-headline reads 'Get together as often as you like, wherever you are in the world.' There are two buttons: 'Download now' (highlighted with a red box) and 'or get the Business Version'. To the right of the text, there is a large blue Skype 'S' logo with a white arrow pointing down towards it. Further right is a laptop displaying a Skype video call with four participants in a 2x2 grid. The participants are two women and two men, all smiling and holding candles, suggesting a birthday celebration. The laptop is a silver MacBook-style laptop.



You may have to allow the file to download.

Need some help installing Skype?

Step 1



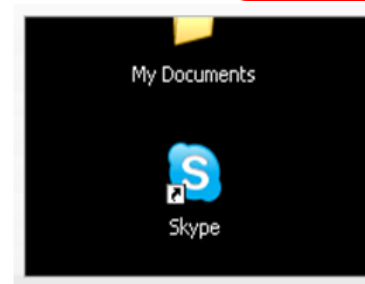
Click 'Run' to launch the Skype Setup Wizard.

Step 2

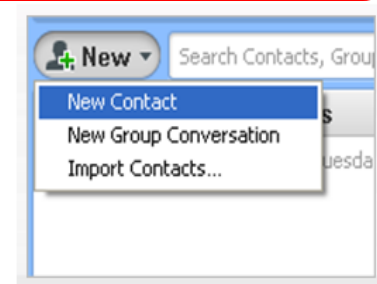


Follow the simple steps in the Setup Wizard to complete the installation.

Step 3



Open Skype at any time by clicking the icons located on your desktop or in your system tray.



[Add friends](#) to your Skype contacts to start making free calls.



No emergency calls with Skype.

To install Skype for Mac

- Go to
 - <http://www.skype.com/intl/en-us/get-skype/on-your-computer/macosx/>
- Click the “Download ” button

Skype sign up - Sign up for a Skype account - Windows Internet Explorer

https://login.skype.com/account/signup-form?application=download&return_url=http://www.skype.com/go/

Skype sign up - Sign up for a Skype account

Create an account or sign in *

It only takes a minute or two - then you'll be ready to call your friends for free once you've downloaded and installed Skype.

[Sign in](#) [Create an account](#)

First name*

Last name*

Your email address*

Repeat email*

Note: no-one can see your email address.


Profile information

Note: anyone on Skype can see your profile information.

Birthday Day Month Year

Gender

Country*



- Safe & Secure
- Quick & Easy
- Clear & Simple

Fields marked with * are required.

* To protect your privacy, only fill in the fields that have an asterisk (these fields are required to register).

Internet | Protected Mode: On 100%

Skype sign up - Sign up for a Skype account - Windows Internet Explorer

https://login.skype.com/account/signup-form?application=download&return_url=http%3A%2F%2Fwww.skype.com%2F

Mobile phone number

Select

Mobile phone number must be at least 9 digits long.

Note: only your contacts can see your mobile number.

Send me Skype news and promotions about new features, products and other Skype-related information.

☐ By SMS

☒ By email

Can't read the text in the box?

Refresh Listen Help

Type the text above here*

Yes, I have read and I accept the [Skype End User License Agreement](#), the [Skype Terms of Services](#) and the [Skype Privacy Statement](#)

I agree - Continue

When finished, click the "I Agree" button.

Internet | Protected Mode: On

5:18 PM

After registering you can sign in with the Skype Name and Password you selected during registration.

The screenshot shows the Skype sign-in page in a Windows Internet Explorer browser. The address bar displays the URL: https://login.skype.com/account/login-form?return_url=http%3A%2F%2Fwww.skype.com%2F. The page features the Skype logo at the top left, with navigation links for Sign in, Join, Tell a friend, Buy Skype Credit, and a search bar. Below the logo is a horizontal menu with links for Features, Get Skype, Prices, Accessories, Support, and Business. The main heading is "Create an account or sign in", followed by the text: "It only takes a minute or two - then you'll be ready to call your friends for free once you've downloaded and installed Skype." There are two buttons: "Sign in" and "Create an account". The "Sign in" section includes a "Skype Name" input field with a "Forgotten your Skype Name?" link, a "Password" input field with a "Forgotten your password?" link, and a green "Sign me in" button. To the right of the input fields is a padlock icon and a list of benefits: "Safe & Secure", "Quick & Easy", "Manage your account", and "Change your settings". On the far right, a sidebar titled "Do more. Get more. Save more." lists three features: "Call landlines and mobiles from Skype.", "Answer phone calls on Skype with an Online Number.", and "Let friends leave voicemail messages when you're busy." The browser's taskbar at the bottom shows several open applications, including "Skype sign in - Sign i...", "UDE - [Batch - C:\UD...", and "Document1 - Micros...". The system clock in the bottom right corner indicates the time is 5:19 PM.

Skype sign in - Sign in to your Skype account - Windows Internet Explorer

https://login.skype.com/account/login-form?return_url=http%3A%2F%2Fwww.skype.com%2F Skype Sign Up

Sign in · Join · Tell a friend · Buy Skype Credit · Search

Features Get Skype Prices Accessories Support Business

Create an account or sign in

It only takes a minute or two - then you'll be ready to call your friends for free once you've downloaded and installed Skype.

Sign in Create an account

Skype Name

[Forgotten your Skype Name?](#)

Password

[Forgotten your password?](#)

Safe & Secure

- Safe & Secure
- Quick & Easy
- Manage your account
- Change your settings

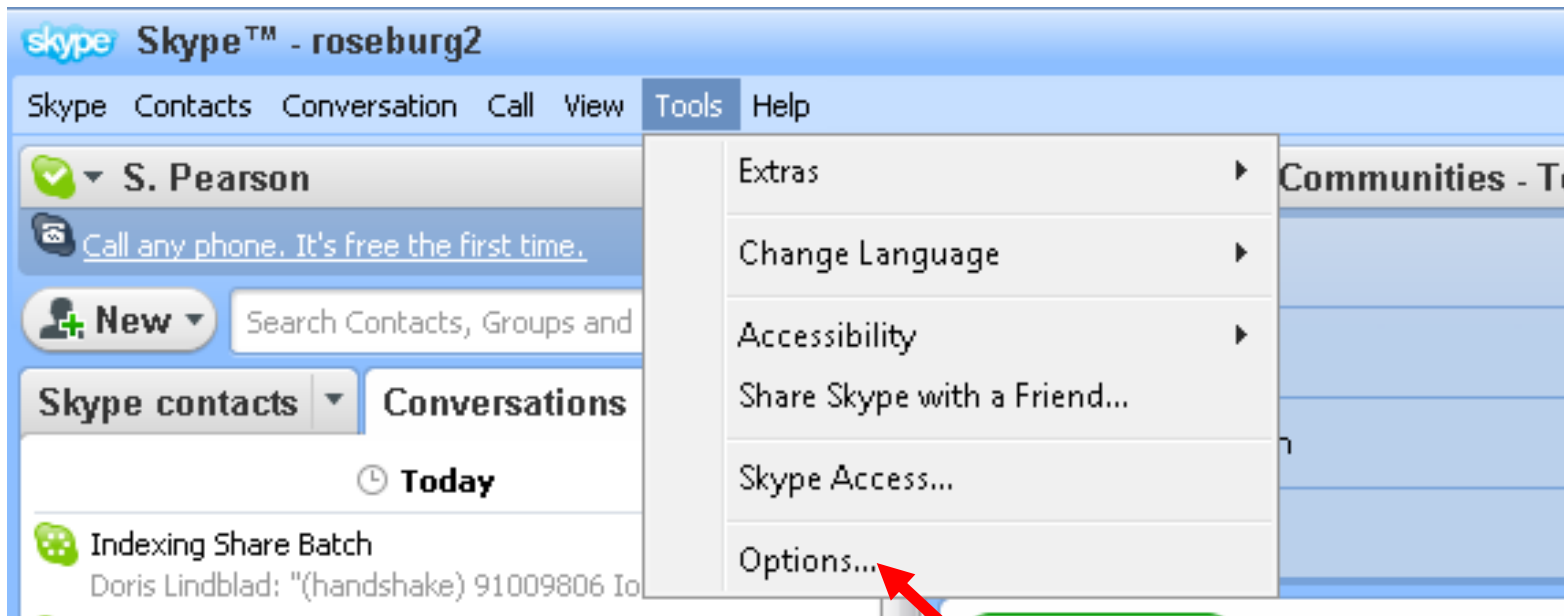
Sign me in

Do more. Get more. Save more.

- Call **landlines** and **mobiles** from Skype.
- Answer phone calls on Skype with an **Online Number**.
- Let friends leave **voicemail** **messages** when you're busy.

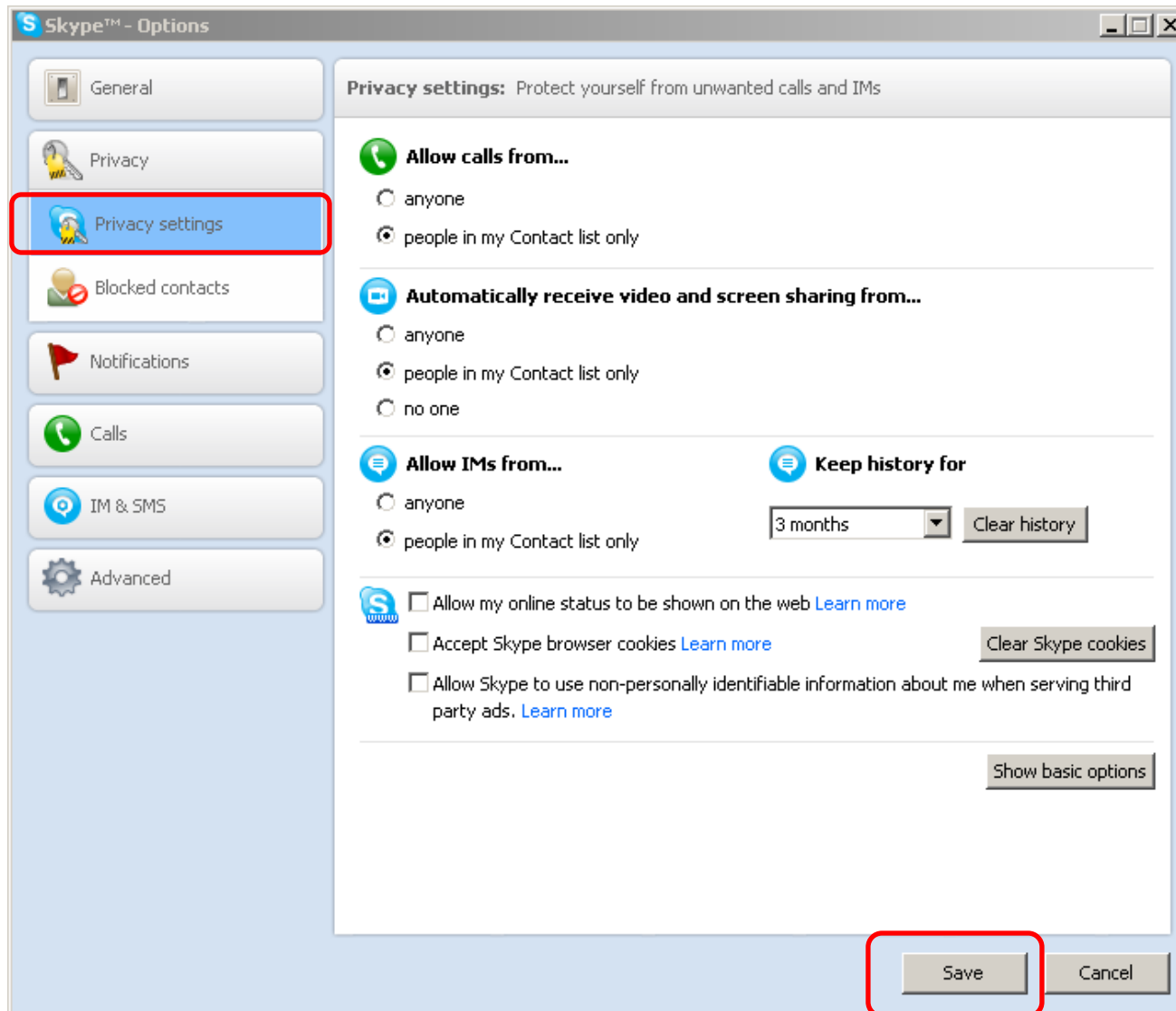
Internet | Protected Mode: On 100% 5:19 PM

There are a few settings in the “Options” that optimize Skype and help insure your privacy.

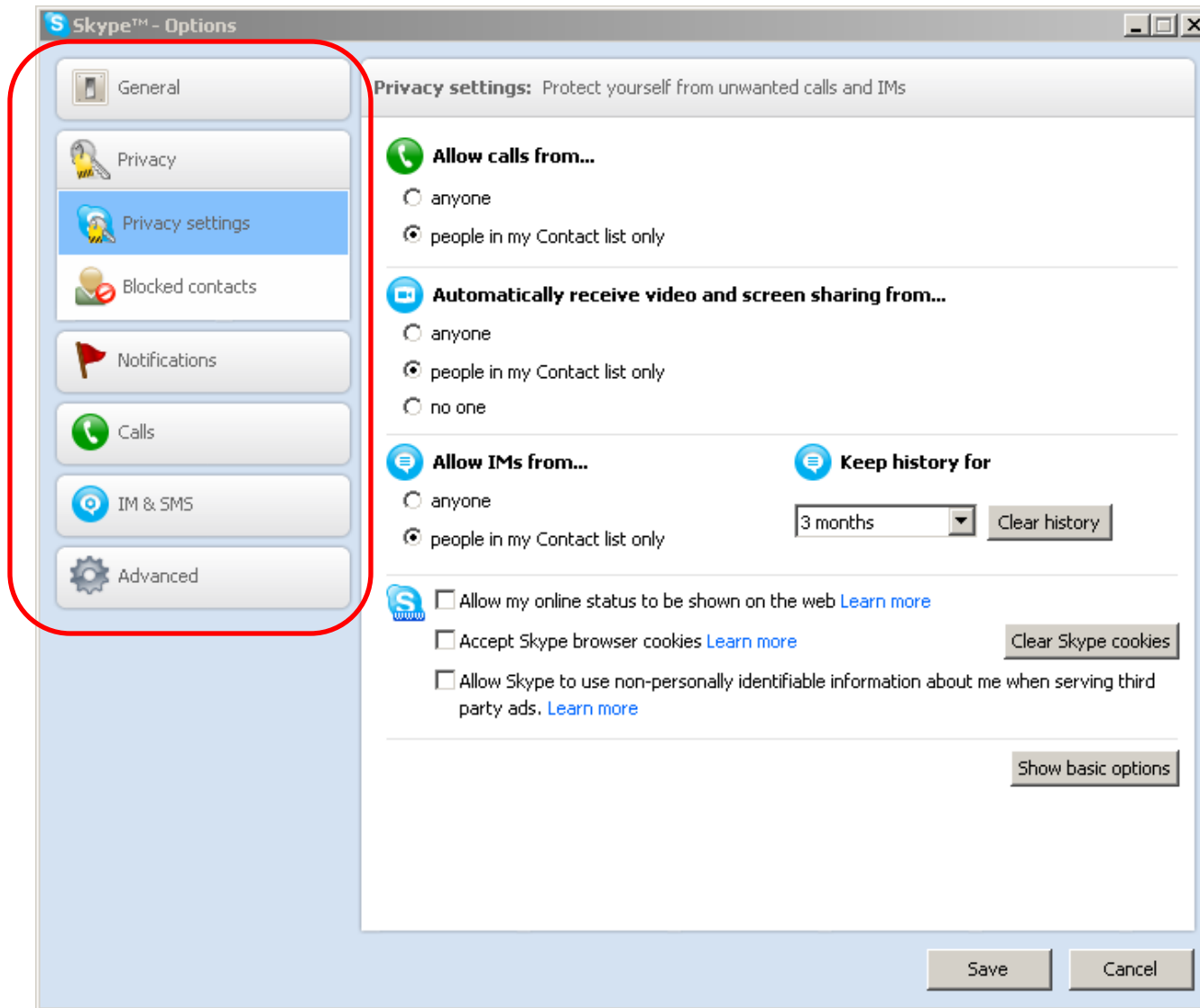


Click Options

Select “Privacy Settings” and change the settings to those indicated below and click “Save”.



Review the other options for future reference.



For suggestions on how to use Skype as a Stake
Indexing Director, please review the next presentation
in this series –

Using Skype in Your Calling